

## **BUDGET MANAGER**

### **DEFINITION:**

Under the direction of the Director of Finance, plans, organizes, directs, and personally performs professional budgeting activities in conformance with the principles and procedures of public finance, budgeting and budgetary control. Assists in the management of the Redevelopment Agency Budget. Performs related work as required.

### **CLASS CHARACTERISTICS:**

An incumbent in this classification may be assigned to perform complex professional level tasks related to budgeting and budget control. This class is responsible for the design and maintenance of the City budget program. This class is responsible for operation, maintenance and oversight of the City budgetary system. The incumbent is also responsible for the budget of the City's Redevelopment Agency budget.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Analyze and reconcile subsidiary, budgetary and general ledger accounts.
2. Assist the Director of Finance to coordinate the preparation of the City's annual budget and financial plan; work with various departments focusing on requests for information and financial projections.
3. Coordinate, update and maintain City-wide fee resolution including user fees and development fees.
4. Provide cost accounting support in establishment of fees and overhead charges for City services.
5. Coordinate special projects affecting the City budget.
6. Analyze problems, evaluate alternatives, and implement creative recommendations.
7. Research, analyze and prepare various financial discussions and documents for the signature of the Finance Director.
8. Research and develop City-wide and departmental budget policies.
9. May be authorized signatory on cash and investment accounts.
10. May be assigned to act as Deputy City Treasurer.
11. Perform other related duties as assigned.

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### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Proposals, principles, and practices of governmental accounting agencies and professional organizations as relates to municipal budgeting, accounting ,and financial operating practices. (CSMFO, GASB, GFOA, AICPA, GAO, OMB, etc.)
2. Accounting, auditing, financial forecasting, and budgeting principles and practices.
3. Governmental accounting principles, applicable laws and regulations, and financial reporting practices.
4. Basic Management Information Systems applications for accounting and budgeting functions.
5. Office management principles and practices.

#### **Skill in:**

1. Communicating effectively, both verbally and in writing.
2. Operating office machines, personal computers and computer terminals.
3. Performing complex budgeting, accounting, auditing and financial record keeping activities.
4. Maintaining accurate records and making accurate arithmetic calculations.
5. Working on several assignments simultaneously, setting priorities, meeting deadlines, and working independently within established guidelines.

#### **Ability to:**

1. Understand and interpret City, State, and Federal laws pertaining to governmental budgeting and accounting.
3. Examine and verify financial documents and reports.
4. Analyze complex problems, evaluate alternatives and implement creative recommendations.
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Use independent judgment, within established guidelines, in the course of undertaking assigned responsibilities.

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7. Organize work, set priorities, meet deadlines, and complete assignments with minimal supervision.
8. Communicate effectively, both verbally and in writing.

### **JOB REQUIREMENTS:**

1. Bachelor's degree from an accredited college or university with major course work in Accounting, Finance, business Management or closely related field.
2. Three years of responsible, professional work experience in Budgeting/Accounting/Finance fields with at least one year of local government finance experience that included budget responsibilities.

### **OTHER QUALIFICATIONS:**

1. Operation of a 10-key by touch and experience in utilization of current personal computer spreadsheet and work processing applications.
2. Additional local government experience is desired.
3. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
4. Certified Public Accountant (CPA) designation desired, but not required.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard, printer
3. Copy machines
4. Fax machines
5. Telephone
6. Calculator
7. Binders and ledgers
8. Vehicle
9. Cash register

### **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/hearing
3. Seeing
4. Sitting/standing
5. Reaching
6. Manual dexterity

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7. Speed in meeting deadlines
8. Lifting up to 10 lbs.
9. Driving

## **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

1. Indoors: normal office conditions, 95% of the time  
Travel: varying conditions, 5% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels